

SECTION 633: STOP PAYMENT NOTICE (FORM)

1. Purpose. The primary purpose of the STOP PAYMENT NOTICE form is to serve formal notice from the Comptroller (WARRANT issuer) to the Director of Finance (WARRANT payor) that a WARRANT is not to be paid. Other purposes also served by this form are:
 - (a) To determine whether a specific WARRANT issued by the Comptroller has been paid by the State Treasury (Director of Finance, Department of Budget and Finance).
 - (b) To determine whether a requested duplicate WARRANT should be issued.
 - (c) To determine appropriate action to be taken in processing affidavits alleging forged endorsements on WARRANTS.
 - (d) To record, on the form, the various actions taken and information obtained for record purposes.
2. Prepared By.
 - Part C: Part C of this form is initially prepared by the Comptroller (DAGS Accounting Division) as a research request to determine whether the accounting records (the computer-based file of outstanding WARRANTS) indicate the WARRANT is still outstanding, or whether it has already been paid.
 - Part B: Part B is prepared by the Department of Budget and Finance (B&F) Electronic Data Processing Division (data processing center), by furnishing the information requested.
 - Part A: Part A is completed by the DAGS Accounting Division based on data presented in Part B by the data processing center.
3. Frequency. This form is prepared for WARRANTS on a daily basis, as the need for action relating to the WARRANTS arises.
4. Distribution.
 - (a) Copy #1 - To B&F's data processing center by 11:00 a.m. each day.
 - (b) Copy #2 - Retained by DAGS Accounting Division.

STATE OF HAWAII

Accounting Manual

Volume II: Budgetary Control Accounting
Part 600: Disbursements

Page 633.02

SECTION 633: STOP PAYMENT NOTICE (FORM)

ITEM NO.	DATA AND DATA INSTRUCTIONS
	<u>PART C:</u> Prepared by DAGS Accounting Division for submission to B&F's data processing center.
①	<p>REQUEST - (a) <u>Research</u>. When an inquiry is made as to whether or not a WARRANT has been paid, the word "Research" is entered on the first line in this section.</p> <p>(b) <u>Copy</u>. If the request is for a copy of the original WARRANT that has already been paid, the word "Copy" is entered on the second line in the "Request" section.</p> <p>(c) <u>Stop Payment</u>. If the request is to stop payment on a WARRANT, the word "Stop Payment Notice" is entered in the "Request" section.</p>
②	<p>FUND & WARRANT NO. _____</p> <p>PAYEE _____</p> <p>AMOUNT _____</p> <p>DATE _____</p> <p>} Enter the information from the WARRANT NUMBER LISTING BY DEPARTMENT, REPORT 106</p>
③	<p>VOUCHER _____ - Enter the Comptroller's Voucher No. For payroll inquiries, the payroll number and distribution code may be entered in lieu of the Comptroller's Voucher No.</p>
④	<p>DATE _____ - Date when the STOP PAYMENT NOTICE was initially submitted by DAGS Accounting Division to the B&F's data processing center.</p>
⑤	<p>_____- Signature of the clerk in DAGS Accounting Division who is responsible for processing this form.</p> <p>ACCOUNTING DIVISION</p>
⑥	<p>NO. _____ - Leave blank; to be filled in when <u>Part A</u> (Item No. ⑪) is completed.</p>

STATE OF HAWAII

Accounting Manual

Volume II: Budgetary Control Accounting

Part 600: Disbursements

Page 633.03

SECTION 633 : STOP PAYMENT NOTICE (FORM)

ITEM NO.	DATA AND DATA INSTRUCTIONS
	<u>PART B:</u> Prepared by B&F's data processing center in reply to DAGS Accounting Division for information requested in <u>Part C</u> .
⑦	THE WARRANT WAS PAID _____ - Enter the date when the original (DATE) WARRANT was paid.
⑧	THE WARRANT HAS NOT BEEN PAID AS OF _____ - Enter the date when (DATE) this form is completed to indicate that the WARRANT has not been paid to date.
⑨	A DUPLICATE WARRANT WAS PREPARED _____ AND NUMBERED (DATE) _____ - Enter the duplicate WARRANT date and WARRANT (FUND) (NUMBER) number after a duplicate WARRANT is manually typed.
⑩	_____ - Signed by an authorized person of the EDP Division data processing center.
	<u>PART A:</u> This part is prepared by DAGS Accounting Division for the approval of the division chief as the authorized representative of the State Comptroller.
⑪	DATE _____ - Enter the same date as the WARRANT date indicated in Item No. ⑨ of <u>Part B</u> . Also, post the consecutive control number in "No. _____" under Item No. ⑥ of <u>Part C</u> .
⑫	_____ - Signature of the Chief of DAGS COMPTROLLER, STATE OF HAWAII Accounting Division or, in his absence, the Pre-Audit Branch Supervisor, as the authorized representative of the Comptroller.

January 1, 1979

